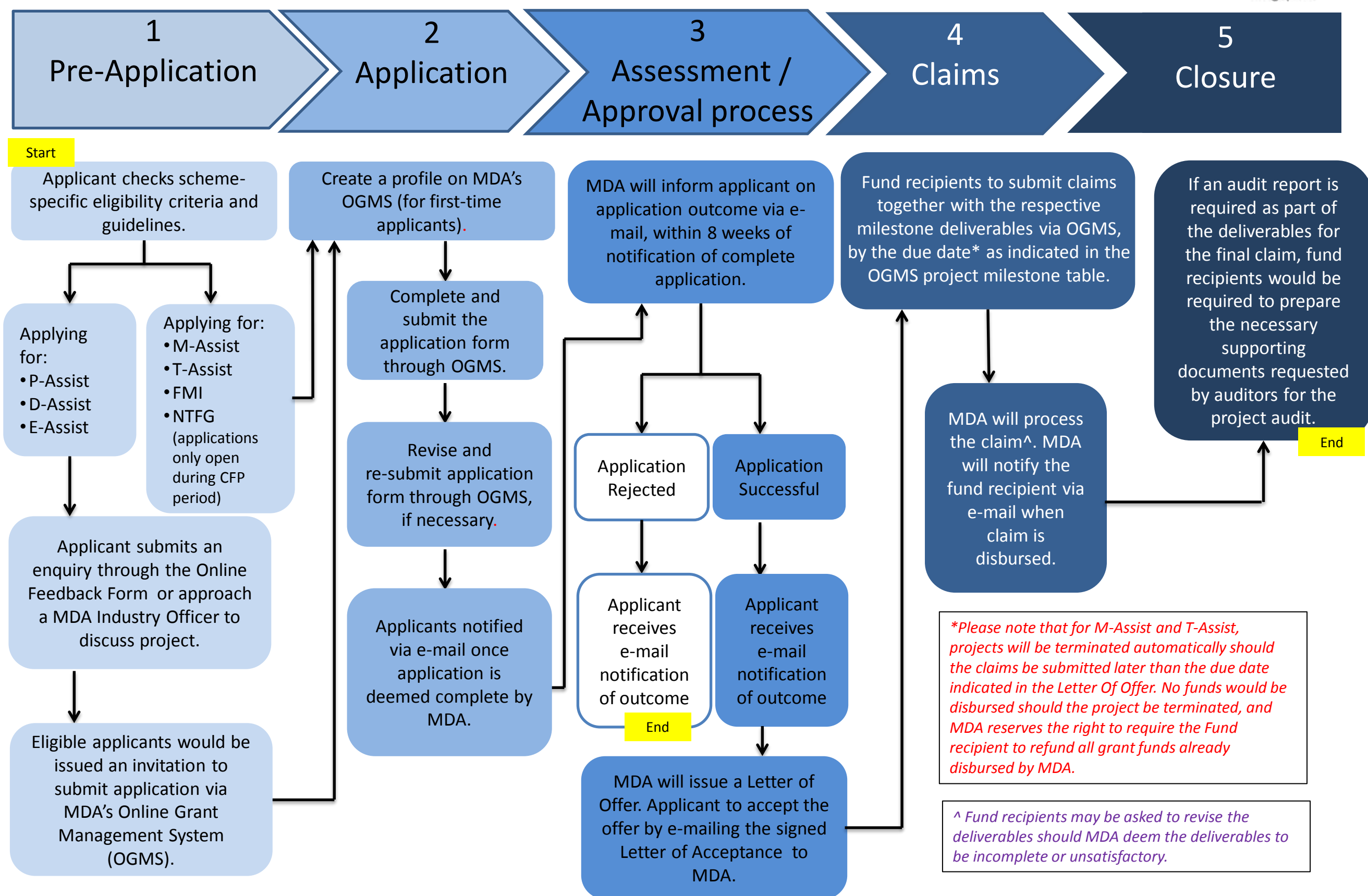


Overview of MDA Grant Process



1. Pre-Application

- You should check if you fulfil the Eligibility Criteria to apply for an MDA grant:
 - You must be a Singaporean or Permanent Resident, to be eligible to apply as an individual applicant
 - Your organisation must be Singapore-registered with at least one Media Singapore Standard Industrial Classification (SSIC) code, to be eligible to apply as an organisation applicant
 - You must fulfil scheme-specific eligibility criteria that are detailed in the respective scheme guidelines
- For Development-Assistance (D-Assist), Enterprise-Assistance (E-Assist) and Production-Assistance (P-Assist), you must first submit an enquiry through the Online Feedback Form (<https://app.mda.gov.sg/feedback/fbsubmission.aspx>) or approach an MDA Industry Officer to discuss your project. If you are eligible to apply, an invitation would be sent to you to submit your application via MDA's Online Grant Management System (OGMS). Please note that applications for D-Assist and P-Assist for film projects are only open during the Call-For-Proposal (CFP) periods.
- For Talent-Assistance (T-Assist), Marketing-Assistance (M-Assist), Film Mentorship Initiative (FMI) and New Talent Feature Grant (NTFG), please submit your application via MDA's OGMS. Please note that you can only apply for NTFG during the Call-For-Proposal (CFP) period.

2. Application

- To submit your application via OGMS, you must first create a profile in MDA's OGMS. You are only required to create the profile once. However, you should ensure that the details in your profile are kept updated. If you are applying for the grant as an individual, you should create an individual profile. If you are applying for the grant on behalf of an organisation, you should create an organisation profile.
- For organisation profiles, applicants are to generate a Letter of Authorisation from OGMS, complete it and mail the signed copy back to MDA to successfully complete the registration of the profile. Please note that you will need to provide copies of the NRIC for all Authorised Representatives that you named in the Letter of Authorisation. More details can be found in the Letter.
- You must complete and submit the application form through OGMS. You are reminded to submit all necessary supporting documents as detailed in each scheme-specific guidelines, or as required by your MDA Industry Officer. Please refer to the user guide for OGMS that can be found in OGMS (<https://schemes.mda.gov.sg>)

3. Assessment/ Approval Process

- You will be informed of the outcome of the application via e-mail, within 8 weeks of notification of complete application.
- If your application is successful, MDA will issue you a Letter of Offer. You will need to complete the Letter of Acceptance and e-mail a copy of the signed Letter of Acceptance to the e-mail address of the MDA Industry Officer specified in your Letter of Offer. Claims can only be made after acceptance of the Letter of Offer.

4. Claims

- Claims are to be submitted via OGMS, together with the respective milestone deliverables by the due date as indicated in the project milestone table in OGMS. You will receive e-mail reminders from OGMS to submit your claims on time. Please note that for M-Assist and T-Assist, your project will be terminated automatically should your claims be submitted late and no funds would be disbursed, with MDA reserving the right to require you to refund all grant already disbursed by MDA to you.
- During this period of time, a MDA Industry Officer might contact you to discuss your submitted deliverables. You may be asked to revise your deliverables should MDA deem them to be incomplete or unsatisfactory. Claims will only be disbursed upon MDA's acceptance of the deliverables.

5. Closure

- If a project audit report is required as part of the deliverables you would be required to prepare the necessary supporting documents requested by auditors for the project audit.
- If the audit report reveals that you have not used all of the grant towards the project, MDA may reduce the amount of grant payable to you or recover the unused amount of grant already paid to you.